

National Aeronautics and Space Administration

Recent Graduate Participant Agreement

Recent Graduate's name	Center and organization name
Position title, series, grade, step, and starting salary	
Duty location (city and state)	
Appointment starting date	Appointment expiration date
Work schedule: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Recent Graduate's Responsibilities	Supervisor's Responsibilities
<ul style="list-style-type: none"> Work with your supervisor to create an Individual Development Plan (IDP) within 45 days of appointment Work with your supervisor to select a mentor within 90 days of your appointment. Your mentor must be outside of your chain of command Meet regularly with your mentor Successfully complete all training and developmental assignments required by your IDP Successfully perform the duties in your position description 	<ul style="list-style-type: none"> Provide the Recent Graduate with information on Recent Graduate program requirements Provide the Recent Graduate with a position description upon appointment Provide the Recent Graduate with a performance plan within 30 days of appointment Approve an IDP for the Recent Graduate within 45 days of appointment Assign the Recent Graduate a mentor within 90 days of appointment Ensure that the Recent Graduate has the opportunity to complete all training and developmental assignments required by their IDP Supervise daily work activities and provide ongoing feedback on performance At the completion of the Program, provide recommendation for conversion to the competitive service (if warranted)
General Description of Duties	

Training Requirements and Mentoring Opportunities

Your supervisor is required to approve an Individual Development Plan (IDP) for you within 45 days of your appointment. Your IDP will address the training and development requirements that you must successfully complete in order to be eligible for conversion to the competitive service. At a minimum, your IDP must include at least 40 hours of formal, interactive training per year. Mandatory annual training, such as information security and ethics training, does not count towards the 40-hour requirement.

[Center must describe mentoring opportunities here, such as a Center-specific mentoring program or informal mentoring.]

Performance Evaluation

Your performance plans and evaluations will be completed in accordance with NPR 3430.1, NASA Employee Performance Communication System. Your supervisor is required to provide you with a performance plan within 30 days of your appointment.

Requirements for Continuing in the Recent Graduate Program

To continue in the Recent Graduate Program, you must:

- Maintain acceptable performance
- Maintain United States citizenship

The duration of your Recent Graduate appointment is a trial period. Reasons for termination during the trial period may include, but are not limited to:

- Unsatisfactory performance
- Misconduct
- Inability of NASA to retain you due to administrative reasons (e.g., budget constraints, lack of work)

Eligibility for Conversion

If you complete the requirements of the Recent Graduate Program, you will be eligible for conversion to a term or a permanent appointment. At NASA, term appointments last from one to six years. If you are converted from a Recent Graduate appointment to a term appointment, you may later be converted to a permanent appointment without competition. **Eligibility for conversion does not guarantee conversion or continued employment.**

To be eligible for conversion, you must:

- Be a United States citizen
- Successfully complete one year of continuous service on a Recent Graduate appointment
- Successfully complete all training and developmental assignments required by your IDP
- Receive a favorable recommendation for conversion from your supervisor
- Have demonstrated successful job performance that results in a rating of record (or summary rating) of at least "Meets Expectations" (Level 3) or equivalent
- Meet the qualification requirements for the position to which you will be converted

I understand and will abide by the terms of this agreement.		
Recent Graduate		
_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
Supervisor		
_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
Human Resources Official		
_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>